

Meeting: Needs Assessment

Date: August 2, 2004

Time: 12:00pm

Location: 400B

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Burks Waymond	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
De Rocher Lerma, Terry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Farrell, Sarah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluker, Christina	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freeman, Valerie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hall, Selvy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacobs, Pat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malamud-Price, Hollile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeks, Keith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nixon, Denise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests												
Kali, Omari	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kutella, Jessica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kuttnauer, David	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resick, Christian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rush, Yvonne C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Cavette, Sandra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Akinyele, Kamau	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benson, Niyonu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daniels, Jeffery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Call to Order at 12:18 PM						
Motion to accept agenda		Seconded and passed				
Previous meeting minutes review	Motion to accept minutes as written	Seconded and passed				
New Draft Needs Assessment Review	Discussion concerning low return rate of samples.	Adding an explanation of limitations for the overall report.	David (consultant)			8/6/04
	No goals were identified to providers giving the survey.					
	Question raised over how many surveys were sent out and what the expectations were.	Consultants and council members are going to provide this information next meeting.	Consultants & council			8/6/04
	How to better target Out of Care population	Tabled for Lessons Learned				
Lessons Learned	Discussed and accepted that work needs to be done to compile a Lessons Learned resource.	Going to have an intensive set of discussions after the completion of the Needs Assessment document to compile a resource for future assessment projects	All			N/A

Section by section review of new draft Needs Assessment	Section 1: Glossary of Terms <ul style="list-style-type: none"> - Include Ryan White definition of a qualifying mental health provider / service 	This information to be added	Consultants			8/6/04
	Section 2: Executive Summary <ul style="list-style-type: none"> - There was discussion about adding the number of surveys sent to each provider and goal information 	This information to be added	Consultants			8/6/04
	<ul style="list-style-type: none"> - A discrepancy was noted in reported count of out of care persons. Attributed to 2 incomplete surveys. 	Note to be added detailing the issue with the 2 incomplete surveys.	Consultants			8/6/04
	Section 3: Introduction	No issues identified				
	Section 4: Methods					
	<ul style="list-style-type: none"> - Noted that there was a need to add goal and # of sent survey information in this area as well as Section 2. 	This information to be added	Consultants			8/6/04
	<ul style="list-style-type: none"> - Also noted that limitation explanations need to be added in this section 	This information to be added	Committee			8/6/04

	Section 5: Demographics <ul style="list-style-type: none"> - Page 13: It was noted that the study data sighted in this section has been updated with more recent data. - It was also noted that consistency needs to be maintained as to the dates of any referenced data (i.e. If report A is dated 2004 then a concerted effort needs to be made to use 2004 data everywhere an outside report is referenced). - Page 15: Another instance of not being consistent with source data. - Page 17: See Page 15 above. - Page 23: One committee member identified an issue where there appeared to be missing data in this section (income data). 	<p>Consultants to research and add the new available data.</p> <p>Consultants to research and adjust report as required.</p> <p>Consultants to research and adjust report as required.</p> <p>Consultants to research and adjust report as required.</p> <p>Consultants to re-review data completeness</p>	<p>Consultants</p> <p>Consultants</p> <p>Consultants</p> <p>Consultants</p> <p>Consultants</p>			<p>8/6/04</p> <p>8/6/04</p> <p>8/6/04</p> <p>8/6/04</p> <p>8/6/04</p>
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	<ul style="list-style-type: none"> - Page 25: The “Youth” chart label will be adjusted to show the age ranges encompassed by this category (13-24). This change will be applied universally throughout the report. 	Consultants to make change	Consultants			8/6/04
	Section 6: Co-Morbidities <ul style="list-style-type: none"> - Substance abuse charts to include a footnote providing a resource to define the substances listed in these tables. - Identified a need to convert the national substance abuse chart numbers to mirror EMA chart (%). 	Consultants and committee to work on identifying a comprehensive resource (i.e. web site) for inclusion in the footnote.	All			8/6/04
		Consultants to make change	Consultants			8/6/04
	Section 7: Access to healthcare <ul style="list-style-type: none"> - Page 46: Chart listed too many associated providers (i.e. clinic named is associated with a hospital, also named) causing confusion. 	Chart delineating identified places of care will be consolidated by the committee and returned to the consultants for inclusion into the report.	Committee			8/6/04
	Section 8: Medications and adherence	No issues identified				

	<p>Section 9: Dependent children of PLWH/A</p> <ul style="list-style-type: none"> - Page 53: Need to modify chart to show number of infected / affected parents, total number of children of those parents, number of tested kids, and number of infected kids. 	Consultants to make change	Consultants			8/6/04
	<p>Section 10: Services</p> <ul style="list-style-type: none"> - Note detailing the combination of Case Management and Client Advocacy services for the tables included in this section needs to be made bolder / more noteworthy. 	Consultants to make change	Consultants			8/6/04
	<p>Section 11: Barriers</p> <ul style="list-style-type: none"> - A discrepancy was noted where a particular barrier was identified to getting care but this same issue was not noted as a high-ranking need in the survey. 	A paragraph is to be added to the footer of the charts containing this discrepancy explaining some of the conditions that lead to this.	Committee			8/6/04

	Section 12: Out of Care Assessment <ul style="list-style-type: none"> - It was again re-iterated that the returned survey sample size (44) is very small. There are grave concern throughout the entire committee about using this small data set as a basis for planning <p>Review halted due to time constraints.</p>	Comparative analysis was suggested with comparable EMA (Baltimore?) to obtain a more solid data set. No solid tasking was identified at this time.	Committee			TBD
Schedule next meeting	It was noted that time is running out to complete this report therefore the next meeting would need to be set ahead of the regular schedule.	Meeting set for Friday, August 6 th , 2004 from 1pm to 3pm.	All			8/6/04
Other tasks to be completed prior to next meeting	<ul style="list-style-type: none"> - Paragraph due on Barriers / Needs discrepancy - Limitations language due. 		Committee			8/6/04
Adjournment	2:20 pm					

_____*Jeffery Daniels*_____
Recorder

_____*August 3, 2004*_____
Date